

**CONFIDENTIAL**

*Reports*

Chief, Administrative Services Division

10 January 1951

Acting Head, Records Control Unit

Activities of the former Records Management Branch

1. The forms attached give a report on the projects of the former Records Management Branch, CIA Library Division, OOD, which were completed during December 1950, or which were continued into the successor organization, the Records Control Unit, Administrative Services Division.

2. The activities of the Branch included, in addition to those described on the forms as Projects, many varied services some of which are listed below:

a. At the request of [redacted] ONE, the Branch gave advice to [redacted] Office of the National Committee for a Free Europe, on the establishment of filing systems for the Committee.

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b. Coordinated the transfer, preservation and use of recordings of foreign broadcasts with Dr. Dallas D. Irvine, Chief, Audio-Visual Records Division of the National Archives. Dr. Irvine praised the work of CIA in setting up criteria and procedures for the selection of such historic documents at the time of their creation, and desired that CIA personnel be given permission for a talk at some future date before the Inter-agency Records Administration Conference. No commitments were made.

c. Requested National Bureau of Standards to make residual hypo content tests of microfilm samples to assure permanency as required by law.

d. Advised OSO, [redacted] on the procurement of microfilm equipment.

25X1

e. Approved microfilming of Communications records amounting to 324 cubic feet. The original records will be destroyed after congressional approval has been received.

f. Prepared an estimate of costs for storage of records in office space and in storage areas. It was discovered that the average cost of storage of records in CIA office space amounts to \$5.31 per cubic foot per year. In CIA storage space the cost averages \$.53 per cubic foot per year.

g. Submitted one disposal schedule and one disposal list to the National Archives to obtain Congressional approval for disposal.

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